United Nations ST/IC/2008/8

Secretariat

22 January 2008

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examinations, May 2008**

1. The purpose of the present circular is to invite applications from staff members who wish to take the language proficiency examination in any of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish), in accordance with the provisions of administrative instruction ST/AI/1999/2, section 3.

2. The purpose of the examination is to test a staff member's written and spoken knowledge of the language. Staff members who pass one or more examinations qualify for language-related incentives.

3. The examination consists of a written and an oral component. The schedule for the 2008 written examinations is as follows:

Tuesday, 6 May 2008

Chinese ..... 9 a.m. to 12.30 p.m.

English ..... 9 a.m. to 12.30 p.m.

Russian ..... 9 a.m. to 12.30 p.m.

Wednesday, 7 May 2008

Arabic ..... 9 a.m. to 12.30 p.m.

French ..... 9 a.m. to 12.30 p.m.

Spanish ..... 9 a.m. to 12.30 p.m.

Candidates are advised to arrive 30 minutes before the start of the examination in order to allow for sign-in procedures.

* Expiration date of the present information circular: 31 December 2008.

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4. Staff members applying for the examination(s) may register by sending a completed registration form (P.310) during the registration dates by internal e-mail to: Language Proficiency Examination in New York/NY/UNO or by external e-mail to: unlpeny@un.org **no later than 4 April 2008**. Registration forms are available through iSeek, under Quicklinks/Forms/Language.

5. Applications received after the above-mentioned deadline will **not** be considered. To the extent possible, applicants are strongly encouraged to submit their application early. Incomplete applications will **not** be considered.

6. The location where each written examination will be held will be posted as follows:

- On the Language Proficiency Examinations website (www.un.org/exam/lpe)
- As an announcement on iSeek
- Outside the Language and Communications Programme office in the Secretariat building (room S-606)
- Outside the classrooms in the South Annex building
- Outside the cafeterias in the Secretariat building and on the 3rd floor of the DC1 building
- Outside the classrooms on the 2nd floor of the DC2 building

Candidates should check the Language Proficiency Examinations website (www.un.org/exam/lpe) or call 3-9503 for a recorded message on the day of the examination(s) for last-minute changes in room assignments.

7. The oral examination will consist of an interview of up to 15 minutes. Candidates will be given interview appointments at the time of their written examination.

8. Copies of sample examinations can be obtained at www.un.org/exam/lpe.